



State of Utah

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Purchasing and General Services
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Division Director

October 4, 2004

***** ADDENDUM *** ADDENDUM *** ADDENDUM *****

SOLICITATION: JG5013
DUE DATE: October 12, 2004
DESCRIPTION: PROJECT MANAGER FOR CHILD NUTRITION PROGRAM (CNP) DATABASE

ADDENDUM #1

The following are to be added or changed to the specifications for this RFP:

1. The following pages contain questions received and their respective answers.
2. The due date remains the same October 12, 2004 3:00PM.
3. With procurement, process questions contact Jared Gardner (801) 538-3342.

*****END OF ADDENDUM*****

To acknowledge receipt of addendum, include a copy of this addendum with RFP submittal or give written acknowledgement with the RFP. It shall be the responsibility of the bidder to appropriately disseminate this information to all concerned prior to the assigned bid time.

Company Name

Signature

Date

Q1. Has a budget been established by USOE for the Project Manager Component of the Project? If so, can you disclose it?

A1: No budget has been established.

Q2: With regards to the Detailed Scope of Work description for Phase 3, will the vendor providing project management be precluded from development and or implementation of a selected product or solution?

A2: No, provided there is no conflict of interest.

Q3: With regards to the Detailed Scope of Work description for Phase 3, can you provide additional clarification on the Project Managers role during this phase?

A3: The project manager will be work with CNP staff to develop and carry out internal and external training and pilot activities, organize implementation of the system, and ensure appropriate system maintenance procedures are in place.

Q4: The RFP indicates that the contract will be “firm fixed hourly rate”. Does this mean you are requesting that vendors provide an hourly rate that will not be exceeded? Or, does this mean you would like vendors to provide a fixed contract value not to be exceeded, thus requiring vendors to provide a level of effort estimate?

A4: We are requesting that the vendor provide a fixed hourly rate and the number of hours anticipated per project phase so that we can project total cost.

Q5: If vendors are required to provide a level of effort estimate, will there be an opportunity to revisit the contract agreement based on the outcome of Phase 1?

A5: “The number of hours (multiplied by the approved hourly rate to produce a total cost) necessary to complete each phase will be negotiated prior to commencement of the activity.”

Q6: Will USOE consider providing workspace for a second consultant during periods of the project? Will USOE provided workspace include Internet Access and a phone line?

A6: USOE will provide appropriate workspace to accommodate the project manager(s), within existing space limitations, including telephone and internet access.

Q7: Is it anticipated that the PM will do the investigation into the savings created by the implementation of the system, or use existing savings figures as input into an ROI analysis?

A7: It is not anticipated that the project manager will investigate savings created by implementing a system, rather, the cost of purchasing or developing and implementing a particular system should be factored in to any recommendations.

Q8: What is the PM's role in justifying the investment and securing authorization to move forward with the acquisition of a system?

A8: The project manager's role is to evaluate available options and provide recommendations for the acquisition and/or development of a system.

Q9: Will the RFP process for a development contractor be managed by the State or by the PM? (The process of actually creating and letting the formalized RFP.)

A9: The RFP process will be directed by the State; however, the project manager will be responsible to prepare the RFP document and may also assist in the evaluation of responses.

Q10: "The purpose of this request for proposal is to enter into a contract with a qualified firm to provide project management and consulting services to acquire and/or develop an integrated data processing system."

Based on the word develop used above, would the state consider a vendor that has a CNP solution that could be modified to provide the best fit for the Division's business process?

A10: Yes

Q11: Appendix D – Technical Architecture. Application Server can be Sybase EA Server v4. This server is J2EE compliant – would the state accept a J2EE solution.

A11: Unknown. This would be decided based on the project manager's recommendations after all options have been thoroughly investigated.

Q12: Will work performed under this contract use federal funds only?

A12: No

Q13: What is the state budget to purchase the CNP software?

A13: Budget has not been established.

Q14: What is the timeframe for deploying the new system?

A14: Timeline for deploying a system will be made once a decision has been made to acquire the system and will be as quickly as is feasible.

Q15: Is there a Word version of the RFP and associated forms? Must the forms be completed in .pdf format? Is there a format requirement, Word or PDF, for submitting the final proposal?

A15: There is not a Word version available. There is no format requirement.